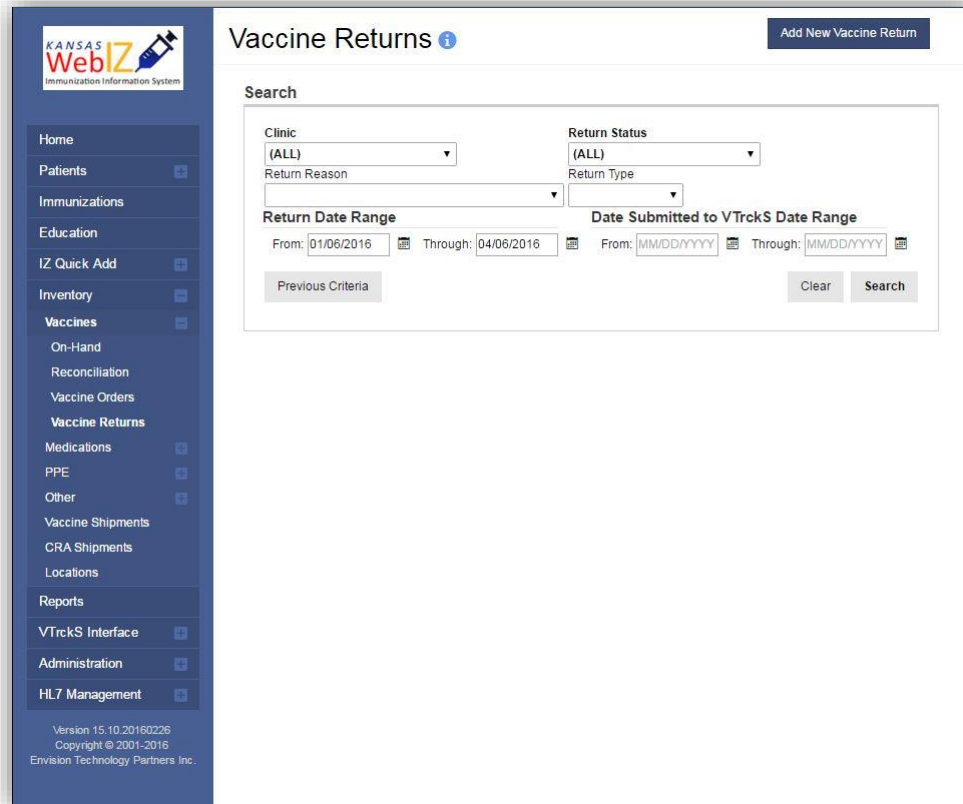


Improving Vaccine Ordering and Inventory Practices



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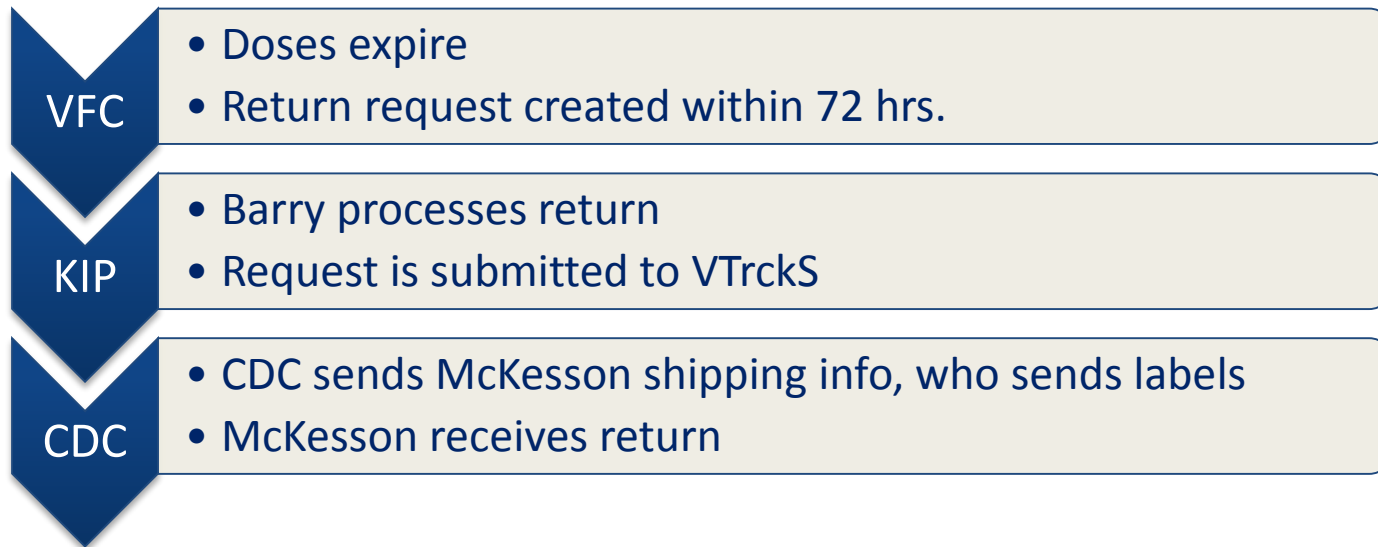
Submitting a Return Request in KSWebIZ



The screenshot shows the 'Vaccine Returns' page in the KSWebIZ system. On the left is a dark blue sidebar with a menu of options: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Vaccines (with a sub-menu including On-Hand, Reconciliation, Vaccine Orders, and Vaccine Returns), Medications, PPE, Other, Vaccine Shipments, CRA Shipments, Locations, Reports, VTckS Interface, Administration, and HL7 Management. The main content area is titled 'Vaccine Returns' and includes a search form. The search form has fields for Clinic (set to '(ALL)'), Return Status (set to '(ALL)'), Return Reason, Return Type, Return Date Range (From: 01/06/2016, Through: 04/06/2016), and Date Submitted to VTckS Date Range (From: MM/DD/YYYY, Through: MM/DD/YYYY). There are 'Previous Criteria', 'Clear', and 'Search' buttons. A top right button says 'Add New Vaccine Return'. The bottom of the sidebar contains version information: 'Version 15.10.20160226', 'Copyright © 2001-2016', and 'Envision Technology Partners Inc.'

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The Return Chain



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Things to Note About Returns

- A return request will automatically remove doses from On Hand Inventory (no adjustment needed)
- CDC will not process expired vaccine returns prior to expiration date
- Submitting prior to expiration date will result in a rejected request

The screenshot shows a web application for managing vaccine inventory. On the left is a dark blue sidebar with a menu containing: Home, Patients, Immunizations, Treatments, Education, CRA Quick Add, Inventory, Vaccines (highlighted), On-Hand, Reconciliation, Vaccine Orders, and Vaccine Returns. The main content area has a title 'Vaccine Search' and a descriptive paragraph. Below this are sections for 'Pending Inventory Transfers', 'Pending VTrack Shipments', and 'On-Hand Inventory'. The 'On-Hand Inventory' section includes filters for 'Inventory Location' (set to '(ALL)'), 'Status' (set to 'ON-HAND'), 'Vaccine' (set to '(ALL)'), and 'Funding Source' (set to '(ALL)'). There are buttons for 'Edit', 'Adjustment', 'Transfer', and 'Inquiry'. Below these is a table with columns: Vaccine (Brand), Mfg, NDC, Lot No, Exp Date, Funding Source, Doses On-Hand, and Expiring Soon. The first row in the table is for 'HMG PED CENTER (2005)'.

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Things to Note About Returns

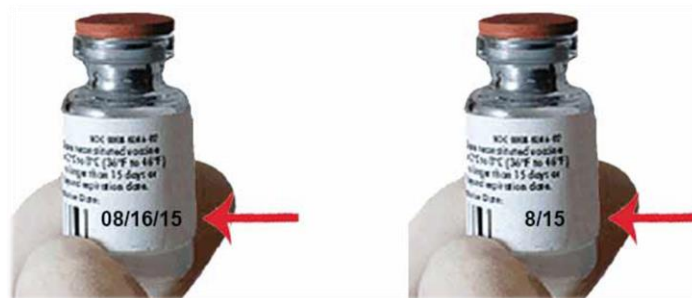
- **Opened multi-dose vials cannot be returned (waste instead)**
- **Return requests should be made within 72 hours of doses expiring**
- **Expired vaccine can be returned even after 6 months**
 - Includes vaccines no longer in on-hand inventory
 - Contact Barry for assistance
- **Don't forget to submit!**



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Return Reasons

- Expired Vaccine
- Failure to Store Properly Upon Receipt
- Mechanical Failure
- Natural Disaster/Power Outage
- Vaccine Spoiled in Transit
- Recall
- Refrigerator Too Cold
- Refrigerator Too Hot
- Spoiled
- Other*
 - A description is required in clinic comments section



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Should I Split My Returns?

- If the return reasons for line items are different, yes.
- If all line items are being returned for the same reason, no.
- Request appropriate number labels



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Should I cold-pack expired vaccine?

- **No, the vaccine is no longer viable and does not require temperature control/monitoring.**



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Return Label Delivery Methods

Mail to Provider

- ▶ This option will result in a paper label being mailed USPS
- ▶ Disruptions can and do occur
- ▶ Labels are frequently discarded with junk mail
- ▶ Longest wait time

Email to Provider

- ▶ Providers will receive an email with a label that can be printed and attached to the shipment
- ▶ Label stays active for 30 days
- ▶ Shortest delivery time

Coordinate

- ▶ UPS will provide a label at the time of pick-up
- ▶ Shipment should be packed immediately
- ▶ Clinic delivery times in KSWebIZ should be updated
- ▶ Front desk personnel should be aware of shipment

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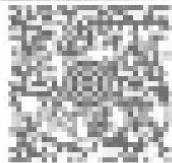
UPS DRIVER INSTRUCTIONS: YOU ARE AUTHORIZED TO
ACCEPT THIS PACKAGE WITHOUT A PICKUP RECORD.

A.R.S.

FROM: Name: _____
Street: _____
City: _____ State: _____ ZIP Code: _____

SHIP

TO: MCKESSON ARS SPECIALTY
4100 QUEST WAY RM 114
MEMPHIS **TN 38115 5022**



TN 381 9-01



UPS GROUND

TRACKING #: 1Z 40W 71F 08 1089 4475



UPS Authorized Return Service®

REF #:



GROUND A.R.S. TRACKING NUMBER

1Z 40W 71F 08 1089 4475

REF #/ DATE



U.S. POSTAGE >>> PITNEY BOWES



ZIP 37086 \$ 000.46⁵
02 1W
0001382350 APR 20 2016

HC Vaccine Contact

S DEPT OF HLTH & ENVIRON

W JACKSON STE 75

10

, KS 66612

RECEIVED

APR 25 2016

KANSAS IMMUNIZATION PROGRAM

Return Label for Expired Vaccines

Return #: 0600184382/1 Boxes/Return labels for vaccine.

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Can't Return...Now What?

- If vaccine should not be returned, complete a **Wastage Adjustment** to remove doses from the On-Hand Inventory

Vaccine Inventory On-Hand ⓘ

Links ▾ Add New Inventory

On-Hand Inventory

Inventory Location: (ALL) ▾ Status: ON-HAND ▾

Vaccine: (ALL) ▾ Funding Source: (ALL) ▾

Edit Adjustment Transfer Inquiry

Vaccine (Brand)	Mfg	NDC	Lot No	Exp Date	Funding Source	Doses On-Hand	Expiring Soon
KS TEST VIRCKS INVENTORY LOCATION - TESTER (Aggregate Reporter)							
DTaP-HepB-IPV (Pediarix) (10 pack- 1 dose syringes)	SKB	58160-0811-52	1233321	01/01/2018	CHIP	41 ?	

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Wastage Adjustments

- Any vaccine that is lost, broken, prepared, but has not expired is considered wasted
- Our wonderful KSWebIZ **Help Desk** team is here to help!
- What are the types of waste?



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Wastage Adjustment Reasons

- Broken Vial/Syringe
- Lost or Unaccounted for Vaccine
- Non Vaccine Product (IG, HBIG, DIL)
- Open Vial but All Doses Not Administered
- Vaccine Drawn Into Syringe but Not Administered



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Wastage Repayment

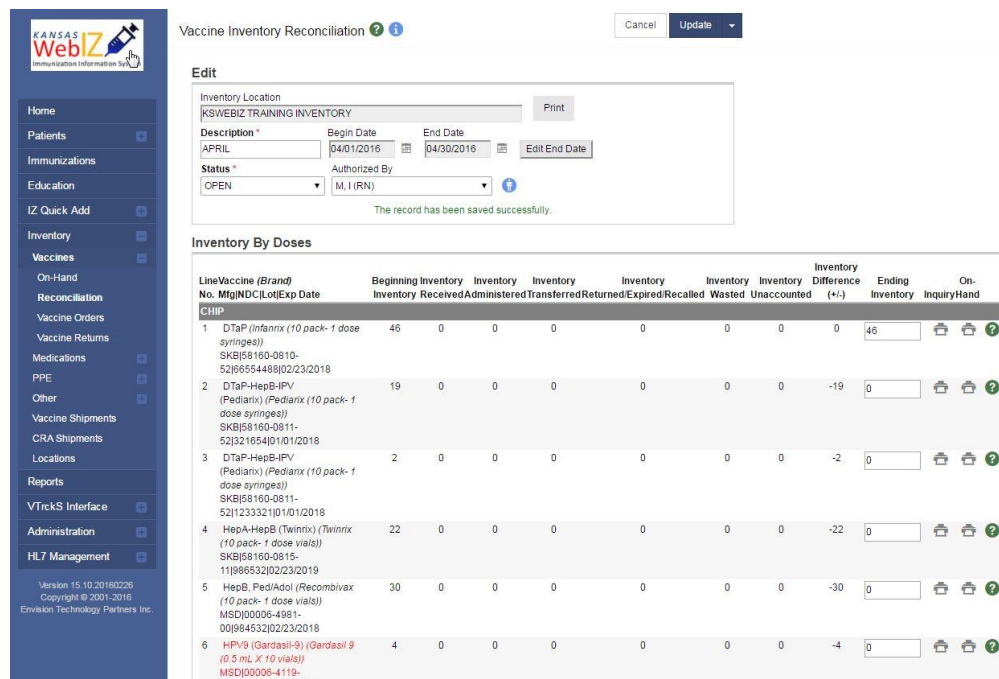
- **Wastage repayment has changed**
- **Repayment is done on a dose-by-dose basis**
- **Individual consideration is given**
- **Please speak with your Nurse Consultant for details on the process**

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Recon Now, or Recon Later?

- Remember that all returns and wastage adjustments should be completed prior to closing your reconciliation for the month.



KANSAS WebIZ
Immunization Information System

Home
Patients
Immunizations
Education
IZ Quick Add
Inventory
Vaccines
On-Hand
Reconciliation
Vaccine Orders
Vaccine Returns
Medications
PPE
Other
Vaccine Shipments
CRA Shipments
Locations
Reports
VTrackS Interface
Administration
HL7 Management

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Vaccine Inventory Reconciliation

Cancel Update

Edit

Inventory Location: KSWEBIZ TRAINING INVENTORY

Description: APRIL Begin Date: 04/01/2016 End Date: 04/30/2016

Status: OPEN Authorized By: M, I (RN)

The record has been saved successfully.

Inventory By Doses

Line	Vaccine (Brand) No. Mfg/NDCLot/Exp Date	Beginning Inventory	Inventory Received	Inventory Administered	Inventory Transferred	Inventory Returned	Inventory Expired	Inventory Recalled	Inventory Wasted	Inventory Unaccounted	Inventory Difference (+/-)	Ending Inventory	On-Hand Inquiry
CHIP													
1	DTaP (Infanrix (10 pack- 1 dose syringes)) SKB(58160-0810-52)(6554488)(02/23/2018)	46	0	0	0	0	0	0	0	0	46		
2	DTaP-HepB-IPV (Pediarix) (Pediarix (10 pack- 1 dose syringes)) SKB(58160-0811-52)(216540101/01/2018)	19	0	0	0	0	0	0	0	0	-19		
3	DTaP-HepB-IPV (Pediarix) (Pediarix (10 pack- 1 dose syringes)) SKB(58160-0811-52)(123332101/01/2018)	2	0	0	0	0	0	0	0	0	-2		
4	HepA-HepB (Twintrix) (Twintrix (10 pack- 1 dose vials)) SKB(58160-0815-11)(86532)(02/23/2019)	22	0	0	0	0	0	0	0	0	-22		
5	HepB, Ped/Adol (Recombivax (10 pack- 1 dose vials)) MSD(00006-4981-00)(84532)(02/23/2018)	30	0	0	0	0	0	0	0	0	-30		
6	HPV/9 (Gardasil-9) (Gardasil 9 (0.5 mL X 10 vials)) MSD(00006-4119-XXXXXX)	4	0	0	0	0	0	0	0	0	-4		

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Vaccine Order Prep

The screenshot shows the 'Vaccine Orders' interface of the KANSAS WebIZ system. On the left is a dark blue sidebar with a menu of options: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Vaccines, On-Hand, Reconciliation, Vaccine Orders (highlighted), Vaccine Returns, Medications, PPE, Other, Vaccine Shipments, CRA Shipments, Locations, Reports, VTrckS Interface, Administration, and HL7 Management. At the bottom of the sidebar, it displays 'Version 15.10.20160226', 'Copyright © 2001-2016', and 'Envision Technology Partners Inc.'. The main content area is titled 'Vaccine Orders' with an information icon and an 'Add New Vaccine Order' button. Below the title is a 'Search' section containing three dropdown menus for 'Clinic' (set to '(ALL)'), 'Order Status' (set to '(ALL)'), and 'Order Type' (set to '(ALL)'). There are also two date range filters: 'Order Date Range' (From: 01/06/2016, Through: 04/06/2016) and 'Date Submitted to VTrckS Date Range' (From: MM/DD/YYYY, Through: MM/DD/YYYY). At the bottom of the search section are buttons for 'Previous Criteria', 'Clear', and 'Search'.

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Pre-Order Review

- **Use MIR**
- **Look at last 3 months of usage**
- **Check same time last year usage**
- **Networking**
 - **Know your neighboring Health Departments**
 - **Be aware of transfer potential**
- **Special circumstances**
 - **Back to school**
 - **Flu clinics**

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Useful Reports

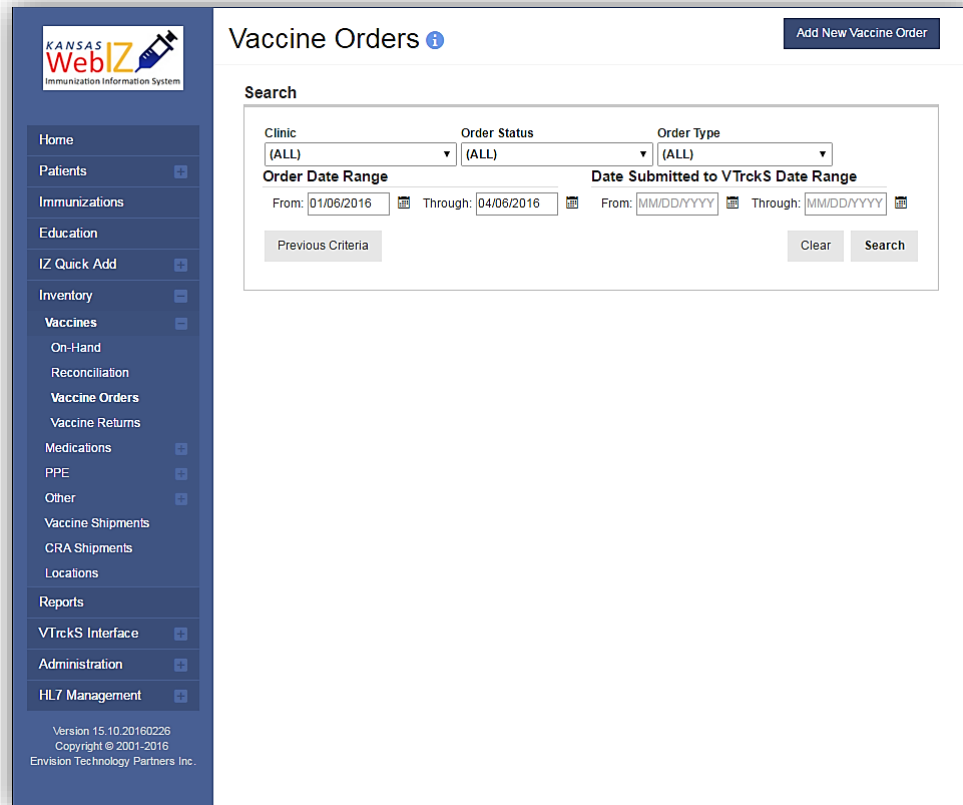
- **Inventory On-Hand**
- **Aggregate Administered Doses (HL7)**
- **MIR (Direct)**

Inventory Management - Vaccine

[Daily Vaccinations Report](#)
[Aggregate Administered Doses](#)
[Inventory Adjustment Inquiry](#)
[Inventory On-Hand](#)
[Inventory Pending Transfers](#)
[Inventory Reconciliation Guide](#)
[Inventory Reconciliation Worksheet](#)
[Inventory Transaction Inquiry](#)
[Inventory Transfer Inquiry](#)
[Monthly Immunization Report \(VFC and State\)](#)
[Possible Duplicate Inventory Report](#)
[Unaccounted For Doses](#)

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Submitting an Order in KSWebIZ

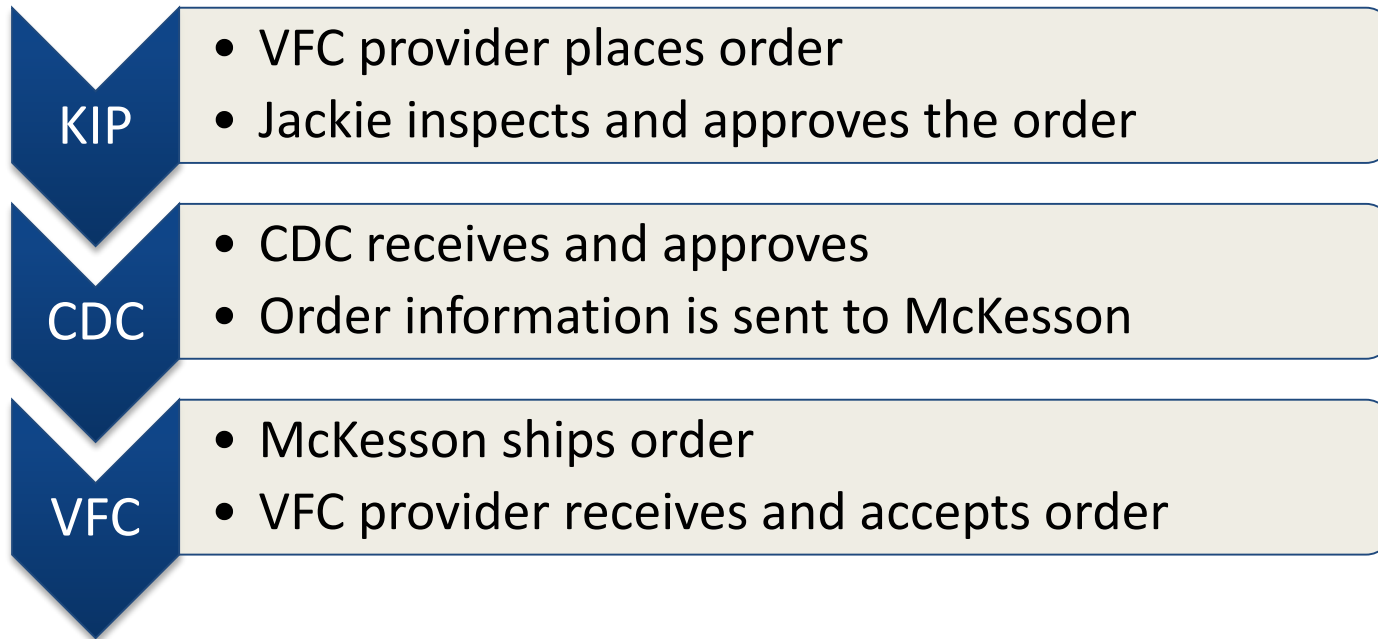


The screenshot shows the KSWebIZ Immunization Information System interface. On the left is a dark blue sidebar with a menu of options: Home, Patients, Immunizations, Education, IZ Quick Add, Inventory, Vaccines (with sub-items: On-Hand, Reconciliation, Vaccine Orders, Vaccine Returns), Medications, PPE, Other, Vaccine Shipments, CRA Shipments, Locations, Reports, VTrckS Interface, Administration, and HL7 Management. At the bottom of the sidebar, it says 'Version 15.10.20160226 Copyright © 2001-2016 Envision Technology Partners Inc.'. The main content area is titled 'Vaccine Orders' and has a button 'Add New Vaccine Order' in the top right. Below the title is a 'Search' section with three dropdown menus for 'Clinic' (set to 'ALL'), 'Order Status' (set to 'ALL'), and 'Order Type' (set to 'ALL'). There are also two date range filters: 'Order Date Range' (From: 01/06/2016, Through: 04/06/2016) and 'Date Submitted to VTrckS Date Range' (From: MM/DD/YYYY, Through: MM/DD/YYYY). At the bottom of the search section are buttons for 'Previous Criteria', 'Clear', and 'Search'.

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The Supply Chain



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What is Required to Place an Order?

- **Provider cannot be On-Hold or Suspended**
- **Temp logs must be submitted to KIP, and approved**
 - **Both datalogger and paper logs are accepted**
- **Reconciliation must be closed within the last 7 days**
- **Orders must be submitted between the 1st and the 7th of the month**

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What is Required to Place an Order?

- Providers may only have one order “In Work”
 - **Make sure to click Submit!!**
- Splits must follow guidelines
- Requested vaccine must be available

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Temp Logs

Dataloggers

- Automatically records temps at set intervals
- VFC providers are eligible for two units at no cost
- Does not negate the need for paper logs per CDC guidance
- Requires creation of a shipment

Paper Logs

- Two measurements a day
- Document exact time of measurement
- Needs initials of person taking measurement
- Don't forget to include your PIN number!

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Temp Logs

- Please send only one copy
- Send only temp logs and borrowing forms
- Remember to include your PIN number!



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Reconciliations

Ordering

- **Must have closed reconciliation within the last 7 days**
- **End date of reconciliation starts the 7 day window**

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On-Hold and Suspended

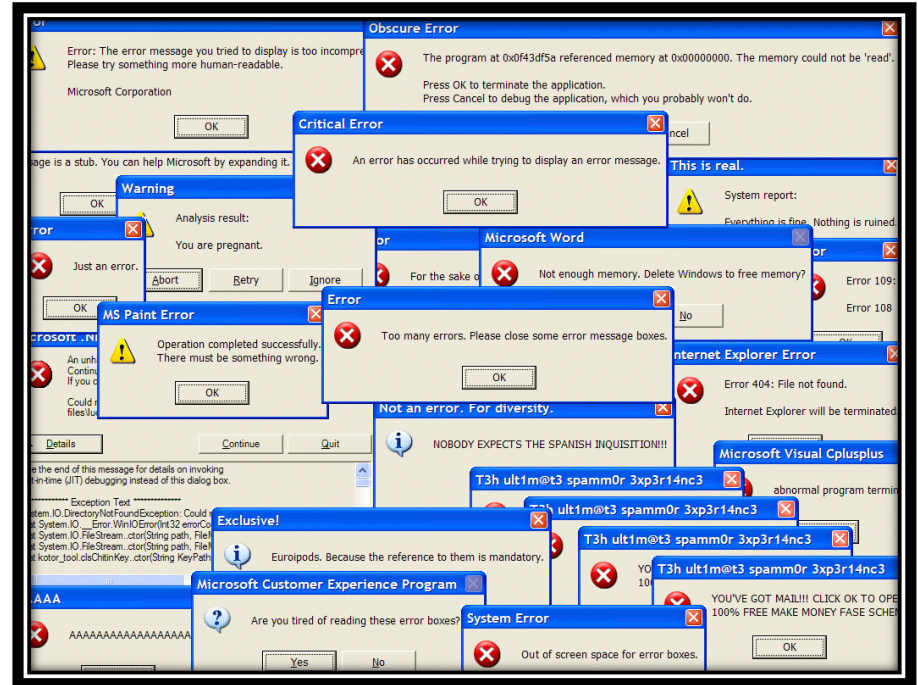
- **On-Hold means no vaccine ordering, returns, or administering**
 - Regional nurse decides
- **Suspended means no vaccine ordering or returns**
 - Determined by recon/temp log status
 - Nurse can suspend provider due to other reasons



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Getting an Error Message?

- **Contact the program immediately!**
 - **Help Desk**
 - **Regional Nurse**
 - **Nurse On-Call**



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Order Window

- **1st thru 7th of each month**
- **7 days does include weekend days and holidays!**
 - Any extension will be communicated
- **Orders needed after the 7th of the month require approval from Regional Nurse and Program Director**
- **Orders must be submitted by 3pm on the 7th**

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In Work and Submitted

- Providers may only have one order “In Work”
- Is your order Submitted?

Vaccine Returns ? i Cancel Links Update

Edit

Clinic
KANSAS VTRCKS TESTING CLINIC

Return Number: R04192016TESTER00
Return Created Date: 04/19/2016
Clinic Comments:

Return Status: IN WORK
Number of Shipping Labels:

Return Type:
Return Reason:
Label Shipping Method:

Date Submitted to VTrckS: MM/DD/YYYY
Description:

VFC Program Comments:

Vaccine | Mfg | NDC | Brand/Packaging | Funding Source | Lot Number | Expiration Date | Doses Remaining | Doses Returning

BEGIN TYPING A VACCINE, MFG CODE, NDC, BRAND/PACKAGING, FUNDING SOURCE, LOT #, OR DATE HERE

Add Return

Vaccines To Return

Vaccination	Mfg	NDC	Brand/Packaging	Funding Src	Lot Number	Expiration Date	Doses Remaining	Doses Returned
DTaP	SKB	58160-0810-52	Infanrix (10 pack- 1 dose syringes)	CHIP	66554488	02/23/2018	46	46

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Split Orders

- Splits are based on per package, not total doses
- Direct ship vaccines (Varivax, Proquad) cannot be split
- Split ratio can change from month to month depending on need
- Utilize the Split Cheat Sheet when placing your order

5 doses/package

Doses Ordered	5	10	15	20	25	30	35	40	45	50
# of Packages	1	2	3	4	5	6	7	8	9	10
SPLIT	VFC	CHIP	VFC	CHIP	VFC	CHIP	VFC	CHIP	VFC	CHIP
4/1	4	1	8	2	12	3	16	4	20	5
3/2	3	2	6	4	9	6	12	8	15	10

10 doses/package

Doses Ordered	10	20	30	40	50	60	70	80	90	100
# of Packages	1	2	3	4	5	6	7	8	9	10
SPLIT	VFC	CHIP	VFC	CHIP	VFC	CHIP	VFC	CHIP	VFC	CHIP
9/1	9	1	18	2	27	3	36	4	45	5
8/2	8	2	16	4	24	6	32	8	40	10
7/3	7	3	14	6	21	9	28	12	35	15
6/4	6	4	12	8	18	12	24	16	30	20
5/5	5	5	10	10	15	15	20	20	25	25

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Vaccine availability

- Availability is fluid
- New vaccines entering the market
- Supply shortage updates from the CDC

Vaccine Inventory Update								4/7/2016
Last Update	Vaccine	Manufacturer	Brand	NDC Number	Presentation	UPDATE	ACTION	Alternative Products
4/7/16	DTaP-IPV	GSK	Kinrix	58160-0812-11	10 pack - 1 dose vial	Currently out of inventory in both DCs Anticipated re-supply 1-2 weeks	Contact McKesson if you wish to have your backorders canceled	58160-0812-52
3/30/16	Hep A Adult	GSK	Havrix	58160-0826-11	10 pack - 1 dose vial	Currently out of inventory in Memphis only Anticipated re-supply 1-2 weeks	Contact McKesson if you wish to have your backorders canceled	58160-0826-52
To Cancel Orders, please contact McKesson: CDCCustomerService@McKesson.com For vaccine inventory questions, please email: vaccinedistribution@cdc.gov						REMINDER: Based on the information in this table, ExIS awardees may need to update the list of NDCs in their ExIS (e.g., by manual entry into their ExIS or uploading the latest VTrack's Federal Vaccines List to their ExIS). Contact the Vaccine Order Management Contact Center if you encounter problems with this activity: 1-877-878-6247 or vaccineordermgmt@cdc.gov.		
A green row signifies the addition of a product without any inventory issue.								
Rows with no color signify a product with a depleted inventory or an inventory issue and alert you that action may need to be taken on your part.								

Advance Bulk Purchase Update

Note:

The NDCs listed below are **Currently Not** available for placing bulk orders on the CDC Contracts. Please contact your Vaccine Advisor for information about alternative products available for bulk order.

00006-4095-02 Hep A (PEDIATRIC) Merck Vagta
 49281-0215-10 TD (PEDIATRIC & ADULT) Sanofi Tenivac
 49281-0286-10 DTaP (PEDIATRIC) Sanofi Daptacel
 49281-0510-05 DTaP-IPV-Hib (PEDIATRIC) Sanofi Pentacel
 49281-0545-05 Hib (PEDIATRIC) Sanofi ActHIB
 49281-0860-10 IPV (PEDIATRIC) Sanofi IPOL
 58160-0830-52 HPV (PEDIATRIC & ADULT) GSK Cervarix
 00006-4045-41 HPV (PEDIATRIC & ADULT) Merck Gardasil
 58160-0801-11 HibMency (PEDIATRIC) GSK Menhibrix



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Where's my order?

- Expect up to 2 weeks for delivery of vaccine order
- Your clinic can check the status of the order
 - Look for the  in your vaccine order. When you click on this icon it will show you the details of the order including a tracking number.
- Pending VTrckS shipments
- McKesson ships via 
- Merck ships via 
- Delays

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Questions



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